JOB ADVERTISEMENT

Live connected.

Transformation! Change! Technology!

We are looking to recruit talented, innovative, dynamic and highly motivated individuals to fill in the following vacancies.

1. DATA INFRASTRUCTURE PLANNING ENGINEER (X2)

REPORTS TO: Datacom Planning Manager
OBJECTIVES OF THE JOB

- Design, plan, implement and optimize the BTC Service Provider Network (MPLS/ Internet Edge, MPBN, NGN, FTTx and Wireless Radios, support Network Operations to meet stakeholder expectations and ensure that BTC network runs effectively and optimally.
- Arrange scheduled upgrades including updating network equipment to the latest firmwarereleases
- Monitor and test network performance and provide network performance statistics and reports.
- Document and manage the installation of a new network, maintaining and upgrading existing systems as necessary

QUALIFICATION
- Degree in Computer Science, Engineering, Telecommunications, or related field (ICT).

EXPERIENCE
- Minimum 5 years' professional experience in the field of Telecommunications Engineering, data networks and planning

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- Membership of a professional association will be an added advantage (BIE, IEEE, etc).
- CCNP or equivalent

2. HEAD OF ORGANIZATIONAL DEVELOPMENT

REPORTS TO: Chief Human Capital Officer
OBJECTIVES OF THE JOB

- Lead the development and delivery of organisational development and change strategies.
- Support high performance culture through leadership development and staff engagement.
- Conduct diagnostics and process reviews to identify and address performance barriers.
- Develop and implement HR frameworks including talent management, job evaluation, and succession planning.
- Collaborate with departments for seamless implementation of OD policies and initiatives.
- Oversee manpower planning, coaching, mentoring, and career development programs.
- Manage performance management systems and evaluate their effectiveness.

QUALIFICATION
- Degree in Human Resources Management or equivalent qualification
- Master's Degree will be an added advantage

EXPERIENCE
- 9 years' experience in HR Management
- 5 years at senior management level in a transformation environment

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- Membership of a relevant professional association will be an added advantage.

3. EMPLOYEE RELATIONS SPECIALIST

REPORTS TO: Chief Human Capital Officer
OBJECTIVES OF THE JOB

- Develop and implement employee relations strategies aligned to the overall HR strategy.
- Ensure a conducive working environment through efficient grievance and disciplinary processes.
- Monitor compliance with labour legislation and advise management on potential risks.
- Promote healthy union-management relations and participate in collective bargaining processes.
- Develop HR policies and procedures to guide employee conduct and discipline.
- Coordinate training on employee relations, workplace ethics, and labour laws.
- Conduct investigations and provide reports on disciplinary and grievance matters.

QUALIFICATION
- Degree in Human Resources Management, Labour Law or equivalent

EXPERIENCE
- 5 years' experience in Employee Relations or Industrial Relations environment

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- Membership of a relevant professional association will be an added advantage

4. INTERNAL AUDITOR

REPORTS TO: Head of Internal Audit
OBJECTIVES OF THE JOB

- Execute planned internal audits to evaluate business processes and controls.
- Identify risks and develop recommendations to improve BTC operations.
- Conduct investigations in case of irregularities and report findings.
- Support the development of the annual audit plan based on risk assessment.
- Liaise with external auditors and ensure adherence to audit best practices.
- Produce comprehensive audit reports detailing risks and mitigation actions.
- Ensure BTC internal audit activities conform to professional standards.
- Promote ethical conduct and adherence to corporate governance principles.

QUALIFICATION
- Degree in Accounting, Business Administration or equivalent

EXPERIENCE
- 5 years' experience in Internal Auditing

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- Part qualification in ACCA/CIMA/CIA
- Membership with IIA or BICA

5. HEAD OF STRATEGIC SOURCING

REPORTS TO: General Manager Finance
OBJECTIVES OF THE JOB

- To execute procurement plans that support key business objectives and help increa secompany profitability through greater value achieved through successful category management.
- To lead the strategic sourcing effort to ensure value-driven results.
- To lead the team to create efficiencies across all spend categories, to minimise supply risks with improved supplier relationship management, and give visibility to the company spend.
- Identify and address areas of operational and cost inefficiencies to increase profitability through optimisation.
- Provide leadership in the company's supplier relationship management programme and partner with key stakeholders to implement procurement processes and tools.

QUALIFICATION
- Bachelor's degree in Procurement, Supply Chain or equivalent.
- Masters' Degree will be an added advantage.

EXPERIENCE
- 5 year's Strategic Sourcing experience preferably in a corporate turn-around environment.
- Experience leading a strategic sourcing team essential
- Proven contract management and supplier relationship management experience required.
- Proven negotiation ability with demonstrable results.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- Membership of any other relevant professional body will be an added advantage

6. STATUTORY FINANCIAL ACCOUNTING & REPORTING MANAGER

REPORTS TO: Head of Financial Reporting Planning and Analysis
OBJECTIVES OF THE JOB

- Manage BTC's statutory financial accounting and reporting to ensure compliance with accounting standards and corporate governance.
- Provide expert input into financial policy development and lead the preparation of statutory financial reports and annual audits.
- Oversee BTC's general ledger and financial systems, ensuring accuracy, efficiency, and timely reporting.
- Monitor financial performance against targets and ensure alignment with strategic goals.

QUALIFICATION
- Degree in Financial Accounting, Business Administration or equivalent.
- Full Professional Accounting qualification e.g. ACCA,BICA, CIMA or CA

EXPERIENCE
- 6 years' professional experience in financial accounting.
- 2 years' managerial experience in financial management within a corporate turnaround environment.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- BICA compliant
- CIMA/ACCA
- Membership of a relevant professional association

7. TAX SPECIALIST

REPORTS TO: Head of Financial Reporting Planning and Analysis
OBJECTIVES OF THE JOB

- Oversee BTC's tax function to ensure compliance with regulatory frameworks and alignment with strategic financial goals.
- Provide tax advisory services and input into financial planning, policies, and strategic decision-making.
- Manage tax returns, audits, risk mitigation, and reconciliation of tax accounts.
- Liaise with Botswana Unified Revenue Services (BURS) and remain updated on tax legislation to support effective tax planning.

QUALIFICATION
- Degree in Accounting or equivalent.
- Full Professional Asset Management qualification (e.g. ACCA,BICA CIMA or CA).

EXPERIENCE
- 6 years' professional experience in the accounting field.
- 2 years' experience in financial management in a corporate turnaround environment.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- BICA compliant
- Membership of any other relevant professional association will be an added advantage.

8. HEAD OF ENTERPRISE ARCHITECTURE

REPORTS TO: Chief Operating Officer
OBJECTIVES OF THE JOB

- Lead the development and implementation of enterprise architecture strategies aligned with BTC's business and digital transformation goals.
- Provide architectural governance and frameworks that ensure integration, scalability, and security of BTC's IT landscape.
- Evaluate and recommend emerging technologies that drive innovation and operational efficiency.
- Collaborate with business units to translate strategic objectives into architecture road maps and solutions.
- Mentor and guide solution architects and technical teams in applying architectural best practices.

QUALIFICATION
- Degree in Computer Science, Computer Engineering, Software Engineering, Information Science or equivalent.
- Master's Degree will be an added advantage.

EXPERIENCE
- Minimum 9 years' experience in enterprise architecture or related IT leadership roles.

LEGAL CERTIFICATION / PROFESSIONAL MEMBERSHIP
- Enterprise Architecture Certification (TOGAF, Certified SOA Architect, Business Architecture)
- Cloud Certification (AWS, Azure, etc.)
- Digital Transformation Certification
- Membership of any other relevant professional body will be an added advantage

If you fit the bill, kindly send your application, latest CV and certified copies of certificates and Identity document (OMANG) to recruitment@btc.bw or log into our website to apply: www.btc.bw. Kindly state the position that you are applying for as the subject.

CLOSING DATE: **12th May 2024**

N.B: Kindly note that BTC will not receive hand delivered applications.

Applications should be addressed to:
Chief Human Capital Officer
Botswana Telecommunications Corporation
P.O Box 700 Gaborone
Botswana